

~~SECRET~~

20 February 1962

RETIREMENT OF FILES

1. These instructions supplement [] Records Retirement Procedures, and apply to all categories and types of records (official or non-official) maintained by the Clandestine Services. When documents are of no further current usefulness to the CS, they should be either destroyed in accordance with existing authority, or retired to less costly storage space.

25X1

2. Procedures

Form 1666, Transmittal of Inactive CS Records, is the basic instrument for effecting retirement of inactive records. These forms are available from the stock room; they will be prepared by the records custodian and signed by the staff or division RMO or his designee.

a. Prepare an original and three (3) copies of Form 1666 for each of the following groups of records which are to be retired to RID/[]

25X1

- (1) Official Project Files
- (2) Official Subject Files
- (3) Non-Official Files

b. Return [] on temporary or permanent charge to RID/[]. A Form 1666 is not required.

25X1

25X1

c. Form 1666 should be prepared in accordance with the instructions on the form (copy attached) with special caution for the following:

(1) If the group of records contain Top Secret documents, send them through Top Secret channels to RID/TS for clearing controls.

(2) All Control Job Numbers will be issued to RMO's or their authorized representatives. Obtain one number for each group of records being retired.

25 YEAR RE-REVIEW

~~SECRET~~

S E C R E T

(3) In Section IV of Form 1666, under Disposition Authorization, cite a Records Control Schedule Item number, or if a schedule does not exist, indicate one of the following:

(a) Recommend destruction after a retention of _____ years.

(b) Recommend a review of files after _____ years.

(c) Permanent Records. Do Not Destroy.

d. Preparing Form 140a, Records Shelf List, is optional. Its use in conjunction with the basic Form 1666 will, however, expedite and facilitate reference work. Its purpose is to provide a key to the actual alphabetical or numerical arrangement of material contained in each bundle transmitted; it provides a descriptive breakdown of folders and materials in cases, such as subject and project files to facilitate recall of a single folder or folders.

Attachments:

Form 1666, Transmittal of Inactive Records
Form 140a, Records Shelf List.